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Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090039-4

Bi-Weekly Report Ending 19 March 1962
from
FORMS ADMINISTRATION

Reports
[Signature]
3/20
62

1. Contributions

a. Tangible

- (1) Approved 11 new and 8 revised forms.
- (2) One form made obsolete.

b. Intangible

- (1) Investigating faulty Hecto Masters used on Form 640b, "Case Control" for the Office of Security. Manufacturers representative has been out of town but expect to hear from him today, or tomorrow. 25X1
- (2) Reactivating, on a rush basis, Form 476, "Contract Control Record" used in Procurement Division by Contract Administrators. 25X1
- (3) Revising Form 109, "Check List for Security Offices" 25X1
- (4) Presently preparing memorandum to ARO/OS on the practicality of corporations using Offset Masters in connection with obtaining Agency clearance on their employees. 25X1
- (5) Printing Services is changing their reporting system in order that the Production Manager at the New Building may have better information as to the work on hand. To provide assistance in this regard two forms have been developed; a "Weekly Report to Production Manager", and a "Jobs Not Meeting Schedule". 25X1
- (6) Work is continuing on the Time Cards for Office of Security as reported 5 March. 25X1
- (7) Awaiting report from Supply Division on fifth draft of "Requisition and Shipping Document." Next meeting scheduled for 26 March. 25X1
- (8) Four cards being designed for Packing and Crating Section of These forms are designed to accompany each shipment and bear all the packing requirements on various types of shipments. 25X1

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- (9) Prepared second draft; also specifications, and after final coordination approved the revised "Mail Receipt", Form No. 1116, for the Office of Security. This revision provides, among other things, for a change from a cut sheet to a three part carbon interleaved, and serially numbered, snap-out set.

- (10) Prepared drafts, coordinated and approved the following forms for the Office of Basic Intelligence:

<u>Form No.</u>	<u>Title</u>
1902	"Production Report"
1903	"Production Progress Report"
1904	"NIS Production Schedule"

These three approved forms will eliminate three "bootleg" forms.

2. News

- a. The number of currently active CIA forms being used is 1589. The number of other agency forms being used remains at 208. The combined total is 1797 active forms.

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